



City of Dublin

**Office of the City Manager**

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# Memo

**To:** Members of Dublin City Council  
**From:** Marsha I. Grigsby, City Manager *MLG*  
**Date:** October 24, 2013  
**Re:** Resolution No. 63-13 – Ratifying Amended Mid-Ohio Regional Planning Commission Articles of Agreement and Bylaws

## Background

Approximately six years ago, the Mid-Ohio Regional Planning Commission (MORPC) formed a committee to review and revise two MORPC governance documents, the Articles of Agreement and the Bylaws. Their overall goal was to provide more clarity, consistency, flexibility, and simplicity to the Articles of Agreement and Bylaws. The Commission adopted the proposed amendments on September 19, 2013.

## Summary of MORPC's Articles of Agreements and Bylaws Amendments

### Clarity:

- Renames the "Administrative Committee" to "Executive Committee" to clarify its role
- Clarifies the role of the chair in appointing committees
- Amendments to the Policy Committee portion of the Bylaws
  - Renames the "Policy Committee" as the "Transportation Policy Committee"
  - Makes language consistent with current federal law
  - Adjusts representation to be consistent with changes in Commission representation
  - Clarifies the role of the chair and other officers
  - Adds reference to three standing subcommittees (Community Advisory Committee, Transportation Advisory Committee, Attributable Funds Committee)
  - Renames the "Federal Funds Committee" as the "Attributable Funds Committee"
  - Allows for flexibility in meeting times and order

### Consistency:

- Moves the details of assessing dues from the Articles to the Bylaws and makes consistent with current practices
- Better balances Commission voting representation with members' population
- Removes specific approval of Articles by the Franklin County Commissioners
- Ensures membership on the nominating committee is a diversity of local government types
- Use of "bylaws" rather than "rules"
- Adds the "Regional Policy Roundtable" to Bylaws

### Flexibility:

- Moves certain detailed procedures from the Articles to the Bylaws and from the Bylaws to Resolutions
- Increases from three (3) months to one (1) year the time allowed to obtain 51% of member legislative boards' approval of changes to Articles of Agreement
- Terms of service modified to be at the discretion of appointing authority

**Simplicity:**

- Simplifies and removes barriers for general purpose government membership
- Makes general purpose government membership more consistent across government types and throughout the region by basing representation on population
- Allows for other types of members than general purpose local governments to provide a broader perspective to Commission discussions

**Timeline**

As stated above, MORPC adopted the proposed amendments on September 19, 2013.

For the amendments to the Articles of Agreement and Bylaws to take effect, at least 51% of Commission members' legislative bodies need to approve the revised Articles of Agreement and Bylaws by December 19, 2013. The revised Articles of Agreement and the Bylaws will take effect January 2014, on condition of ratification. Copies of the MORPC Resolution 21-13, the report from the Chair of the MORPC Articles of Agreement and Bylaws Review Committee, and redlined versions of the documents are attached for reference.

**Recommendation**

Council Member Marilee Chinnici-Zuercher and I serve as City representatives to MORPC and recommend approval of Resolution 63-13 at the October 28, 2013 City Council meeting.

# RECORD OF RESOLUTIONS

Dayton Legal Blank, Inc., Form No. 30045

**63-13**

Resolution No. \_\_\_\_\_

Passed \_\_\_\_\_

, 20\_\_\_\_

## **A RESOLUTION RATIFYING AMENDED MID-OHIO REGIONAL PLANNING COMMISSION ARTICLES OF AGREEMENT AND BYLAWS**

**WHEREAS**, it is the desire of the Mid-Ohio Regional Planning Commission (MORPC) to make efficient and effective use of its resources while maintaining compliance with all federal, state and local laws and regulations applicable to it; and

**WHEREAS**, the Mid-Ohio Regional Planning Commission's Articles of Agreement and Bylaws Review Committee (the Committee) conducted a review of MORPC's Articles of Agreement and Bylaws to determine whether any existing provisions should be updated or revised to provide more clarity, consistency, flexibility and simplicity; and

**WHEREAS**, the Committee presented proposed amendments to MORPC's Articles of Agreement and Bylaws, and on September 19, 2013, the Mid-Ohio Regional Planning Commission adopted the proposed amendments to MORPC's Articles of Agreement and Bylaws; and

**WHEREAS**, the MORPC governance body (the Commission) is comprised of representatives appointed by MORPC members; and

**WHEREAS**, the Commission recommends ratification of the amended Articles of Agreement and Bylaws per MORPC Resolution 21-13.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Dublin, State of Ohio, \_\_\_\_\_ of the elected members concurring:

Section 1. The Council of the City of Dublin hereby adopts MORPC's Amended Articles of Agreement and Bylaws.

Section 2. The Amended Articles of Agreement and Bylaws take effect January 1, 2014.

Section 3. This Resolution shall be effective upon passage in accordance with Section 4.04(a) of the Revised Charter.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor – Presiding Officer

ATTEST:

\_\_\_\_\_  
Clerk of Council



Mid-Ohio Regional Planning Commission

## Memorandum

<b>TO:</b>	Mid-Ohio Regional Planning Commission Administrative Committee Officers and Board Members	111 Liberty Street Suite 100 Columbus, Ohio 43215 T 614.228.2663 F 614.228.1904 TDD 1.800.886.2663 <a href="http://www.morpc.org">www.morpc.org</a>
<b>FROM:</b>	Bill Yaple, Chair MORPC Articles of Agreement and Bylaws Review Committee	
<b>DATE:</b>	September 6, 2013	
<b>SUBJECT:</b>	Proposed Resolution 21-13: "ADOPTING PROPOSED CHANGES TO MORPC ARTICLES OF AGREEMENT AND BYLAWS"	

The Articles of Agreement and Bylaws Review Committee was created to review and revise two MORPC governance documents, the Articles of Agreement and the Bylaws. The committee presented proposed amendments to the Articles of Agreement and the Bylaws to the Commission on July 18, 2013.

The proposed amendments reflect the Article of Agreements and Bylaws Review Committee's overall goal to provide more clarity, consistency, flexibility, and simplicity to the governance documents. Amendments include:

### Clarity:

- Renames the "Administrative Committee" to "Executive Committee" to clarify its role
- Clarifies the role of the chair in appointing committees
- Amendments to the Policy Committee portion of the Bylaws
  - Renames the "Policy Committee" as the "Transportation Policy Committee"
  - Makes language consistent with current federal law
  - Adjusts representation to be consistent with changes in Commission representation
  - Clarifies the role of the chair and other officers
  - Adds reference to three standing subcommittees (Community Advisory Committee, Transportation Advisory Committee, Attributable Funds Committee)
  - Renames the "Federal Funds Committee" as the "Attributable Funds Committee"
  - Allows for flexibility in meeting times and order

### Consistency:

- Moves the details of assessing dues from the Articles to the Bylaws and makes consistent with current practices
- Better balances Commission voting representation with members' population
- Removes specific approval of Articles by the Franklin County Commissioners
- Ensures membership on the nominating committee is a diversity of local government types
- Use of "bylaws" rather than "rules"
- Adds the "Regional Policy Roundtable" to Bylaws

**Flexibility:**

- Moves certain detailed procedures from the Articles to the Bylaws and from the Bylaws to Resolutions
- Increases from 3 months to 1 year the time allowed to obtain 51% of member legislative boards' approval of changes to Articles of Agreement
- Terms of service modified to be at discretion of appointing authority

**Simplicity:**

- Simplifies and removes barriers for general purpose government membership
- Makes general purpose government membership more consistent across government types and throughout the region by basing representation on population
- Allows for other types of members than general purpose local governments to provide a broader perspective to Commission discussions

The following changes were made to the Articles and Bylaws since they were presented to the Commission in July and are listed for the purposes of full disclosure. Some formatting changes were also made for consistency and presentation purposes. None of these changes are material or represent any significant changes in meaning within the documents.

**Articles of Agreement**

- Added "Article" to section headings
- Moved and updated amended information
  - Added resolution numbers
  - July 22, 1982 date was wrong, should be April 22, 1982
  - Added September 19, 2013
- Article II.B.2 – removed "Paragraph A" – there is no paragraph A in Article IX
- Article II.B.2 & II.G & II.H (second paragraph) – changed "section" to "article" – for consistency
- Article II.E – replaced "which" with "that"
- Article II.H (second paragraph) – deleted "conditions" after II.B – for consistency
- Deleted the "M" on the page numbers
- Deleted "continued" in the header

**Bylaws**

- Updated amended information
  - Added dates and resolution numbers (4/21/04 – Resolution 13-05; 11/10/11 – Resolution 46-11, 9/19/13 – Resolution 21-13)
- Deleted "continued" in the header
- Removed asterisks from Section IV due to change in footer on front page
- Section IV.C.1 – removed "the" from in front of LUPAC in two instances – for consistency in referring to LUPAC
- Propose changing name of Citizen's Advisory Committee (CAC) to Community Advisory Committee (CAC).

**Both**

- Made capitalization consistent throughout both documents

For the amendments to the Articles of Agreement to take effect, at least 51% of Commission members' legislative bodies need to approve the revised Articles of Agreement by December 19, 2013. The revised Articles of Agreement and the Bylaws will take effect January 2014, on condition of ratification.

**RESOLUTION 21-13**

**"ADOPTING PROPOSED CHANGES TO MORPC ARTICLES OF AGREEMENT AND BYLAWS"**

WHEREAS, it is the desire of the Mid-Ohio Regional Planning Commission (MORPC) to make efficient and effective use of its resources while maintaining compliance with all federal, state, and local laws and regulations applicable to it; and

WHEREAS, the Mid-Ohio Regional Planning Commission's Articles of Agreement and Bylaws Review Committee (the Committee) conducted a review of MORPC's Articles of Agreement and Bylaws to determine whether any existing provisions should be updated or revised to provide more clarity, consistency, flexibility and simplicity; and

WHEREAS, MORPC's Articles of Agreement and Bylaws Review Committee has reviewed and discussed the articles of agreement and has prepared proposed changes to the articles; and

WHEREAS, the committee has reviewed and discussed the bylaws and has prepared proposed changes to the bylaws; and

WHEREAS, the proposed changes to the Articles of Agreement and the Bylaws were presented to the Commission in July 2013 for input; and

WHEREAS, the committee recommends adoption of the attached Articles of Agreement and Bylaws; now therefore

**BE IT RESOLVED BY THE MID-OHIO REGIONAL PLANNING COMMISSION:**

- Section 1. That the Commission adopts the proposed changes to the Articles of Agreement,
- Section 2. That the Commission adopts the proposed changes to the Bylaws.
- Section 3. That the proposed changes to the Articles of Agreement and to the Bylaws take effect January 1, 2014, pending ratification of the Articles of Agreement by 51% of members' legislative bodies.
- Section 4. That the executive director is authorized to take such other action and execute and deliver such other documents as, acting with the advice of legal counsel, he shall deem necessary and appropriate to carry out the intent of this resolution.
- Section 5. That this Commission finds and determines that all formal deliberations and actions of this Commission concerning and relating to the adoption of this resolution were taken in open meetings of this Commission.



Marilyn Brown, Chair  
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date: January 1, 2014  
Submitted by: William Murdock, Executive Director  
Prepared by: Shawn Hufstедler, Chief of Staff/Finance Director  
Authority: Ohio Revised Code Section 713.21  
For action date: September 19, 2013

Attachment(s): 1. Revised Articles of Agreement  
2. Revised Bylaws

**MID-OHIO REGIONAL PLANNING COMMISSION**

**ARTICLES OF AGREEMENT**

**ARTICLE I – MISSION & REGION**

The Mid-Ohio Regional Planning Commission (hereinafter referred to as the COMMISSION) shall carry out the following mission:

- Improve the ability of local governments or other entities to deal with local or regional issues.
- Assist local governments in making best use of local tax dollars and other resources through planning, capital improvements programming, shared services and collaboration, policy advocacy, and management best practices.
- Increase the amount of federal and state funds flowing into the region for use in meeting needs recognized by local governments.
- Manage federal, state and in-house rules and regulations associated with grant programs and operation of local activities.

The region (hereinafter referred to as the REGION) for which the COMMISSION is created and shall be maintained, is the Central Ohio Regional Planning Area which shall include the geographic area of Franklin County and other local units of government that are cooperating in the work of the COMMISSION.

**ARTICLE II – MEMBERSHIP OF THE COMMISSION**

There shall be two general classes of membership on the COMMISSION, full membership with voting rights and associate membership without voting rights.

**A. ELIGIBILITY**

Any municipality, board of township trustees, or board of county commissioners representing a local unit of government which is within, contiguous to or near Franklin County, is eligible for a full membership with the COMMISSION.

Other units of local government (as enabled in O.R.C. 713.21) may become associate members upon such terms as may be agreed upon by the COMMISSION.

**B. CONDITIONS**

To acquire and retain full membership on the COMMISSION, a prospective participating organization must:

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*Amended October 18, 1979 by adoption of Resolution 40-79*

*Amended April 22, 1982 by adoption of Resolution 18-82*

*Amended November 16, 1989 by adoption of Resolution 33-89*

*Amended December 19, 1991 by adoption of Resolution 28-91*

*Amended September 19, 2013 by adoption of Resolution 21-13*

1. Formally enter into the Articles of Agreement of the COMMISSION by obtaining approval to join the COMMISSION from the prospective participating organization's legislative body including authorization to enter into the Articles of Agreement of the COMMISSION and submitting a copy of the approved authorizing legislation to the COMMISSION.
2. Pay the appropriate participation fees as set forth in Article IX of these Articles of Agreement.
3. Maintain or create, for local planning responsibilities, an appropriate planning organization such as a municipal planning commission or legislative authority where it serves as the municipal planning commission.

In the instance of a local unit of government, other than a municipality, township, or county, such conditions as may be established by the COMMISSION shall be satisfied.

**C. REPRESENTATION**

The COMMISSION supports diversity in all of its activities, consequently members are strongly encouraged to appoint representatives who can speak for diverse groups including disadvantaged, low income, and minority groups. Additionally, the COMMISSION can benefit from additional expertise such as housing, financial, planning, technology, energy, etc., and members are encouraged to consider appointment of representatives with such relevant expertise.

Further, in order for the COMMISSION to retain its role as a forum for central Ohio's local government leaders, each full member shall be represented by at least one elected or appointed official who has a high degree of decision-making authority.

Additional representation requirements shall be defined in the Bylaws of the COMMISSION.

**D. TERM OF SERVICE**

Representatives to the COMMISSION shall serve at the pleasure of their appointing authority.

**E. VACANCIES**

A vacancy on the COMMISSION shall be filled by the authority that appointed such representative in the first instance.

**F. VOTING**

Each full member representative to the COMMISSION shall be entitled to vote on all motions acted upon by the COMMISSION.

**G. ACCEPTANCE OF NEW MEMBERS**

A unit of local government which is eligible by virtue of the Ohio Revised Code and these Articles of Agreement for full membership and has fulfilled the conditions of Article II.B. of these Articles of Agreement, may apply for representation on the COMMISSION.

Upon acceptance by the COMMISSION as a full member, the unit of local government shall become a participating organization in cooperative association with the COMMISSION.

Units of local government eligible for associate membership shall be accepted as members in a manner as may be established by the COMMISSION.

**H. WITHDRAWAL OF MEMBERSHIP**

The legislative authority of any member may terminate its membership with the COMMISSION at any time by adopting a resolution to do so, delivering a certified copy thereof to the Secretary of the COMMISSION, and withdrawing its representatives from the COMMISSION. So far as active participation is concerned, such withdrawal shall be effective upon delivery, but shall not relieve the withdrawing party of its obligation to contribute its share of the cost for the year in which the withdrawal occurs. However, if any such member shall withdraw at any time within the last six months of the year in which it became a member, such withdrawing party shall contribute its share of the cost for the first six months of the year next ensuing. Any legislative authority or other unit of local government not contributing as provided by Article IX hereof may, by a determination of the COMMISSION, be deemed to have withdrawn.

If any member fails to meet the requirements set out in Article II.B., that member shall receive a notice of such failure from the COMMISSION. If after six months from the date of the notice the member continues to fail to meet the requirements set out in Article II.B., the member is deemed to be withdrawn, and a notice from the COMMISSION to that effect shall be forwarded to the former member.

### **ARTICLE III – POWERS AND DUTIES OF THE COMMISSION**

The COMMISSION shall have all powers, duties and responsibilities pertaining to regional planning commissions, specified in Section 713.21 to 713.27 of the Ohio Revised Code and as otherwise permitted by federal, state or local law.

The COMMISSION shall provide planning and consultation services concerning local and regional problems and shall review and report its findings on state and federal grant applications when requested by members. The COMMISSION may also provide planning assistance for any member. The cost thereof shall be paid by such member in such a manner and amount as may be agreed on between the COMMISSION and the member.

Any such work so undertaken and completed by the COMMISSION shall be of an advisory or recommending nature which, may or may not be adopted by the member's planning organization. The fact that such planning organization refuses to adopt such work shall not relieve the member from the obligation to pay the amount specified under the contract.

The COMMISSION, after making a regional plan or any change, supplement or abolition thereof, shall certify a copy thereof to the planning commission of each municipality, to the township trustees, and the county commissioners of the REGION.

The planning commission of any municipality to which such a plan, change, supplement or abolition is certified may adopt the same, and it shall thereupon have the same force and effect within such municipality as is provided by law or charter for plans prepared and adopted by said planning commission. The boards of county commissioners may adopt said plan, change, supplement, or abolition so far as it related to non-municipal territory within their respective jurisdictions. When so adopted, said plan, change, supplement or abolition shall be certified to the COMMISSION and filed with the county recorder of affected counties as provided by law.

### **ARTICLE IV – LOCAL PLANNING RESPONSIBILITIES**

Detailed planning within a single political jurisdiction is not the responsibility of the COMMISSION, but shall remain the responsibility of the planning organization or agency for that local unit of government.

If a county or only a part of a county becomes a member of the COMMISSION, a mutual agreement between the COMMISSION and the regional planning commission involved shall be required to determine how regional planning will be effectuated in that part of the county within the COMMISSION'S planning area. Regardless of the type, planning organizations of members may exercise the option of utilizing COMMISSION staff in lieu of maintaining their own permanent staff by entering into an appropriate agreement with the COMMISSION and paying the required costs agreed upon by the parties thereto.

**ARTICLE V – OFFICERS OF THE COMMISSION**

**A. OFFICERS**

**1. Chair and Vice Chair**

The chair and vice chair shall each be members of the COMMISSION and be elected by representatives of the COMMISSION at its annual meeting each year. Each shall hold office until the annual meeting next after his or her election and until his or her successor is elected and qualified. The duties of the chair shall include the appointment of standing, ad hoc, and other committees as authorized by Article VII of these Articles, unless other provisions for their appointment have been adopted. The chair may appoint such special committees or task forces as may be necessary from time to time in order to perform the duties set forth in the Articles of Agreement, or as the Commission may otherwise direct. The chair shall preside at all meetings of the COMMISSION. The vice chair shall serve as chair during any absence of the chair and shall assist the chair in performance of duties.

**2. Secretary**

The COMMISSION at its annual meeting each year shall elect a secretary. The secretary shall hold office until the annual meeting next after his or her election and until his or her successor is elected and qualified. It shall be the duty of the secretary to ensure a full record of the proceedings of the COMMISSION and of its committees is kept, and he or she shall perform such other duties as the COMMISSION may from time to time direct.

**B. VACANCIES**

Should the offices of chair, vice chair or secretary become vacant, the COMMISSION may at its next regular meeting receive nominations from the Nominating Committee as well as from the floor and elect a successor; however, such vacancy shall be filled within a period of five months. When a vacancy occurs, the COMMISSION shall appoint an interim officer at its next regular meeting. Such interim officer shall possess all the powers of a regular officer and shall serve until the position is filled by the COMMISSION.

**ARTICLE VI – EMPLOYEES**

The COMMISSION or its delegate may authorize the employment of a director, and such planners, engineers, accountants and others as may be necessary, and determine their

compensation. Personnel shall not be under civil service but shall be eligible for and covered by the Ohio Public Employees Retirement System.

## **ARTICLE VII – COMMITTEES OF THE COMMISSION**

The Bylaws adopted by the COMMISSION shall provide for the establishment of standing, ad hoc, and other committees, at least one of which shall oversee financial, administrative and personnel matters; a county planning area committee and subcommittee for each county without a county or regional planning commission; and a transportation policy committee.

The method of selection, term, name, duties and responsibilities of committees shall be provided in the Bylaws of the COMMISSION.

## **ARTICLE VIII – ELECTIONS**

### **A. NOMINATING COMMITTEE**

There shall be established a Nominating Committee, the members of which shall be appointed by the chair of the COMMISSION and confirmed by the COMMISSION. Said Nominating Committee shall be composed of five (5) members of the COMMISSION, and not more than two (2) of these five shall be appointees from any one type of jurisdiction (i.e., counties, cities, villages, or townships) in order to provide for a broad perspective from among the governments represented on the COMMISSION as indicated in Article II.C. of these Articles. The Nominating Committee shall designate its chair from its members.

### **B. NOMINATION FOR ELECTION**

At least twenty (20) days prior to the annual meeting, the chair shall appoint the Nominating Committee. Said Nominating Committee having been duly appointed and confirmed shall, at least ten (10) days prior to the annual meeting of the COMMISSION, report the names of the candidates so nominated to the secretary. The secretary shall advise each member of the COMMISSION, in writing, at least five (5) days prior to the annual meeting as to the nominees so selected. At the annual meeting, the chair of the Nominating Committee shall report the names so nominated. After this report is presented, nominations from the floor shall be invited. Such nominations must be seconded. The secretary then shall prepare ballots properly identifying the nominees, said ballots shall be distributed and tallied during the annual meeting by a temporary committee appointed for that purpose.

**ARTICLE IX – FINANCIAL PROVISIONS**

The cost of maintaining the COMMISSION for regional planning purposes shall be apportioned in accordance with the Bylaws. Each member shall contribute annually according to the fee schedule adopted by the COMMISSION.

**ARTICLE X – AMENDMENT**

These Articles of Agreement may be amended by resolution adopted by the COMMISSION at any regular or special meeting and confirmed by a majority of the full members.

**ARTICLE XI – TIME OF TAKING EFFECT**

These Articles of Agreement shall take effect upon the adoption of the resolution of adoption of these Articles of Agreement by the COMMISSION at any of its regular or special meetings, and the confirmation by a majority of the members within one year thereafter.

**ARTICLE XII – TAX EXEMPT STATUS AND DISSOLUTION**

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on, (a) by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by an organization, contributions to which are deductible under Section 170(c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Upon the dissolution of the organization, the Members of the COMMISSION shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization in such manner so that they can be used exclusively for public purposes.

## MID-OHIO REGIONAL PLANNING COMMISSION

### ARTICLES OF AGREEMENT

Amended October 18, 1979  
Amended July 22, 1982  
Amended November 16, 1989  
Amended December 19, 1991  
Amended September 19, 2013

I

#### MISSION & REGION

The Mid-Ohio Regional Planning Commission, (hereinafter referred to as the COMMISSION), shall carry out the following mission: 1) ~~Increase~~ Improve the ability of local governments or other entities to deal with local or regional issues, 2) Assist local governments in making best use of local tax dollars and other resources through planning, capital improvements programming, shared services and collaboration, policy advocacy, and management ~~techniques~~ best practices, 3) Increase the amount of federal and state funds flowing into the region for use in meeting needs recognized by local governments and 4) ~~Decrease~~ Manage federal, state and in-house ~~red tape-rules and regulations and excessive controls~~ associated with grant programs and operation of local activities.

The region, (hereinafter referred to as the REGION), for which the COMMISSION is created and shall be maintained, is the Central Ohio Regional Planning Area which shall include the geographic area of Franklin County and other local units of government that are cooperating in the work of the COMMISSION.

II

#### MEMBERSHIP OF THE COMMISSION

I. There shall be two general classes of membership on the Commission, full membership with voting rights and associate membership without voting rights.

##### A. ELIGIBILITY

Any municipality, board of township trustees, or board of county commissioners representing a local unit of government which is within, contiguous to or near Franklin County, is eligible for a full membership with the COMMISSION.

Other units of local government (as enabled in O.R.C. 713.21) may become associate members upon such terms as may be agreed upon by the COMMISSION.

##### B. CONDITIONS

**MID-OHIO REGIONAL PLANNING COMMISSION**  
*Articles of Agreement (cont.)*

To acquire and retain full membership on the COMMISSION, a prospective participating organization must:

1. Formally enter into the Articles of Agreement of the COMMISSION by obtaining approval to join the COMMISSION from the prospective participating organization's legislative body including authorization to enter into the Articles of Agreement of the COMMISSION and submitting an official copy of the approved authorizing legislation to the COMMISSION along with.
2. Pay the appropriate participation fees as set forth in Section IX, Paragraph A of these Articles of Agreement.
3. Maintain or create, for local planning responsibilities, an appropriate planning organization such as a municipal planning commission or legislative authority where it serves as the municipal planning commission.
4. ~~—~~ In the instance of a local unit of government, other than a municipality, township, or county, such ~~additional~~ conditions as may be established by the COMMISSION shall be satisfied.

**C. REPRESENTATION**

The COMMISSION supports diversity in all of its activities, consequently members are strongly encouraged to appoint representatives who can speak for diverse groups including disadvantaged, low income, and minority groups. Additionally, the COMMISSION can benefit from additional expertise such as housing, financial, planning, technology, energy, etc. and members are encouraged to consider appointment of representatives with such relevant expertise.

Further, in order for the COMMISSION to retain its role as a forum for central Ohio's local government leaders, each full member shall be represented by at least one elected or appointed official who has a high degree of decision making authority.

Additional representation requirements shall be defined in the Bylaws of the COMMISSION.

~~The COMMISSION shall at all times include one or more persons from disadvantaged low income and minority groups. Representatives to the COMMISSION must be selected as follows:~~

**Comment [SH1]:** Detailed Representation language has been moved to Bylaws, with high level parameters established in the Articles. The deleted portions of this section C. below were edited and moved to the bylaws.

**MID-OHIO REGIONAL PLANNING COMMISSION**  
*Articles of Agreement (cont.)*

**1. Municipal Members**

~~Municipal representatives shall be appointed by the Mayor, Chief Executive Officer, Council President serving as Mayor, or legislative body, except for those selected by the Columbus Development Commission.~~

**a. City of Columbus**

~~Three (3) resident citizens of Columbus shall be selected by the Mayor and confirmed by the City Council to serve as "Members At Large." Three (3) representatives of the Columbus Development Commission shall be selected by that Commission.~~

**b. Cities (except Columbus)**

~~Each city, except Columbus, shall appoint two representatives, one of whom shall be an elected official.~~

**c. Villages**

~~Each village shall appoint one representative.~~

**2. Township Members**

**a. Franklin County**

~~Two (2) elected official representatives shall be selected by the county's Township Trustees Association, or equivalent organization representing all Township Trustees.~~

**b. Participating counties other than Franklin**

~~The board of county commissioners shall determine whether townships shall be directly represented. If townships are to be represented, the county's Township Trustees Association (or equivalent organization representing all townships in that county) shall select two (2) elected official representatives.~~

**c. Non-participating county**

**MID-OHIO REGIONAL PLANNING COMMISSION**  
*Articles of Agreement (cont.)*

1. ~~Having one participating township One (1) elected official representative shall be selected by the Trustees of that single township.~~
2. ~~Having more than one participating township Two (2) elected official representatives shall be selected by all of the Boards of Trustees of the participating townships within the county.~~
3. ~~County Members~~
  - a. ~~Franklin County~~

The three (3) members of the board of county commissioners will serve on the COMMISSION during their tenure in office.

The county engineer will serve on the COMMISSION during his/her tenure in office.

The board of county commissioners shall appoint one (1) representative for each population increment of 100,000 (or part thereof) of the total county population. At least one of the appointments shall be from disadvantaged low income and minority groups. All representatives so appointed shall serve as "Members At Large."
  - b. ~~Counties other than Franklin~~

The number of representatives shall be determined based on a formula consisting of the nearby county's population divided by Franklin County population per representative and rounded up or down based on whether or not the increment is greater or less than one-half member.

The board of county commissioners shall determine how the number of representatives shall be apportioned between county, municipal and township governments.
4. ~~Population Determination~~

Representation based on population is determined by the latest Federal census when available, or the latest estimate by the COMMISSION for annual population determination.
5. ~~Associate Members~~

**MID-OHIO REGIONAL PLANNING COMMISSION**  
*Articles of Agreement (cont.)*

~~Associate members shall have such representation as may be established by the COMMISSION.~~

**D. TERM OF SERVICES**

~~Except as otherwise indicated, R~~representatives to the COMMISSION shall serve ~~for terms of three years each~~at the pleasure of their appointing authority. Terms shall be staggered by annual increments for these representatives of member governments which have more than one representative on the COMMISSION with an equal number of appointments being made each year insofar as possible.

**E. VACANCIES**

A vacancy on the COMMISSION shall be filled ~~for the unexpired term~~ by the authority which appointed such representative in the first instance. ~~An appointed representative is directly responsible to the appointing authority and shall continue to serve until a successor has been designated and qualified.~~

**F. VOTING**

Each full member representative to the COMMISSION shall be entitled to vote on all motions acted upon by the COMMISSION. ~~The COMMISSION shall decide whether to grant voting privileges to Associate Members.~~

**G. ADDITIONSACCEPTANCE OF NEW MEMBERS**

A ~~political subdivision or other~~ unit of local government which is eligible by virtue of the Ohio Revised Code and these Articles of Agreement for full membership and has fulfilled the conditions of section II, B. of these Articles of Agreement, may ~~apply~~ make application to the COMMISSION for representation on the COMMISSION.

Upon acceptance by the COMMISSION ~~as a full member and the execution of an agreement between the two parties~~, the political subdivision unit of local government shall become a participating organization in cooperative association with the COMMISSION.

Units of local government eligible for associate membership Associate membership additions ...  
~~Associate members shall be accepted as members have such representation in a manner as may be established by the COMMISSION.~~

**H. WITHDRAWALS OF MEMBERSHIP**

**MID-OHIO REGIONAL PLANNING COMMISSION**  
*Articles of Agreement (cont.)*

The legislative authority of any member may terminate its membership with the COMMISSION at any time by adopting a resolution to do so, delivering a certified copy thereof to the Secretary of the COMMISSION, and withdrawing its representatives from the COMMISSION. So far as active participation is concerned, such withdrawal shall be effective upon delivery, but shall not relieve the withdrawing party of its obligation to contribute its share of the cost for the year in which the withdrawal occurs. However, if any such member shall withdraw at any time within the last six months of the year in which it became a member, such withdrawing party shall contribute its share of the cost for the first six months of the year next ensuing. Any legislative authority or other unit of local government not contributing as provided by Article IX hereof may, by a determination of the COMMISSION, be deemed to have withdrawn.

If any member fails to meet the requirements set out in Section II. B. Conditions, that member shall receive a notice of such failure from the COMMISSION. If after six months from the date of the notice the member continues to fail to meet the requirements set out in Section II. B. Conditions, the member is deemed to be withdrawn, and a notice from the COMMISSION to that effect shall be forwarded to the former member.

III

**POWERS AND DUTIES OF THE COMMISSION**

The COMMISSION shall have all powers, duties and responsibilities pertaining to regional planning commissions, specified in Section 713.21 to 713.27, ~~including any other applicable section of the Ohio Revised Code and as otherwise permitted by federal, state or local law.~~

The COMMISSION shall provide planning and consultation services concerning local and regional problems and shall review and report its findings on State and Federal grant applications when requested by members. The COMMISSION may also provide planning assistance for any member. The cost thereof shall be paid by such member in such a manner and amount as may be agreed on between the COMMISSION and the member.

Any such work so undertaken and completed by the COMMISSION shall be of an advisory or recommending nature which may or may not be adopted by the member's planning organization. The fact that such planning organization refuses to adopt such work shall not relieve the member from the obligation to pay the amount specified under the contract.

The COMMISSION, after making a regional plan or any change, supplement or abolition thereof, shall certify a copy thereof to the planning commission of each municipality, to the township trustees, and the county commissioners of the REGION.

**MID-OHIO REGIONAL PLANNING COMMISSION**  
*Articles of Agreement (cont.)*

The planning commission of any municipality to which such a plan, change, supplement or abolition is certified may adopt the same, and it shall thereupon have the same force and effect within such municipality as is provided by law or charter for plans prepared and adopted by said planning commission. The boards of county commissioners may adopt said plan, change, supplement, or abolition so far as it related to non-municipal territory within their respective jurisdictions. When so adopted, said plan, change, supplement or abolition shall be certified to the COMMISSION and filed with the county recorder of affected counties as provided by law.

IV

LOCAL PLANNING RESPONSIBILITIES

Detailed planning within a single political jurisdiction is not the responsibility of the COMMISSION, but shall remain the responsibility of the planning organization or agency for that local unit of government.

If a county or only a part of a county becomes a member of the COMMISSION, a mutual agreement between the COMMISSION and the regional planning commission involved shall be required to determine how regional planning will be effectuated in that part of the county within the COMMISSION'S planning area. Regardless of the type, planning organizations of members may exercise the option of utilizing COMMISSION staff in lieu of maintaining their own permanent staff by entering into an appropriate agreement with the COMMISSION and paying the required costs agreed upon by the parties thereto.

V

OFFICERS OF THE COMMISSION

A. OFFICERS

1. ChairmanChair and Vice ChairmanChair

The ChairmanChair and Vice ChairmanChair shall each be members of the COMMISSION and be elected by representatives of the COMMISSION at its annual meeting each year. Each shall hold office until the annual meeting next after his or her election, and until his or her successor is elected and qualified. The duties of the ChairmanChair shall include the appointment of standing, ad hoc, and other committees as authorized by Article VII of these Articles unless other provisions for their appointment have been

**MID-OHIO REGIONAL PLANNING COMMISSION**  
*Articles of Agreement (cont.)*

~~adopted. The ChairmanChair may appoint such special committees or task forces as may be necessary from time to time in order to perform the duties set forth in the Articles of Agreement, or as the Commission may otherwise direct. The duties of the ChairmanChair shall include the appointment of the following committees, namely: Administrative, Local Government, Nominating, Technical, Citizen or other committees as authorized by Article VII of these Articles. The ChairmanChair may appoint such special committees or task forces as may be necessary from time to time in order to perform the duties set forth in the Articles of Agreement, or as the Commission may otherwise direct. The~~ ChairmanChair shall preside at all meetings of the COMMISSION. The Vice ChairmanChair shall serve as ChairmanChair during any absence of the ChairmanChair and shall assist the ChairmanChair in performance of duties.

2. Secretary

The COMMISSION at its annual meeting each year shall elect a Secretary. The Secretary shall hold office until the annual meeting next after his or her election and until his or her successor is elected and qualified. It shall be the duty of the Secretary to ~~keep~~ ensure a full record of the proceedings of the COMMISSION and of its committees ~~is kept~~, and he or she shall perform such other duties as the COMMISSION may from time to time direct.

B. VACANCIES

Should the offices of ChairmanChair, Vice ChairmanChair or Secretary become vacant, the COMMISSION may at its next regular meeting receive nominations from the Nominating Committee as well as from the floor and elect a successor; however, such vacancy shall be filled within a period of five months. When a vacancy occurs, the COMMISSION shall appoint an interim officer at its next regular meeting. Such interim officer shall possess all the powers of a regular officer and shall serve until the position is filled by the COMMISSION.

VI

EMPLOYEES

The COMMISSION ~~or its delegate~~ may authorize the employment of a director, and such planners, engineers, accountants and others as may be necessary, and ~~determine~~ fix their compensation. Personnel ~~shall be employed by the director with confirmation by the~~

**MID-OHIO REGIONAL PLANNING COMMISSION**  
*Articles of Agreement (cont.)*

~~Administrative Committee and~~ shall not be under civil service but shall be eligible for and covered by the Ohio Public Employees Retirement System.

VII

COMMITTEES OF THE COMMISSION

The ~~Rules~~Bylaws adopted by the COMMISSION shall provide for the establishment of standing, ad hoc, and other committees, at least one of which shall oversee financial, administrative and personnel matters; a county planning area committee and subcommittee for each county without a county or regional planning commission; and a transportation policy committee.

The method of selection, term, name, duties and responsibilities of committees shall be provided in the ~~Rules~~Bylaws of the COMMISSION.

VIII

ELECTIONS

A. NOMINATING COMMITTEE

There shall be established a Nominating Committee, the members of which shall be appointed by the ~~Chairman~~Chair of the COMMISSION and confirmed by the COMMISSION. Said Nominating Committee shall be composed of five (5) members of the COMMISSION, and not more than two (2) of these five shall be appointees from any one type of jurisdiction (i.e. counties, cities, villages, or townships) in order to provide for a broad perspective from among the governments represented on the COMMISSION and not more than two (2) of these five shall be a member of any one representative group on the COMMISSION as indicated in Article II, ~~Section C~~ of these Articles. The Nominating Committee shall designate its ~~Chairman~~Chair from its members.

**MID-OHIO REGIONAL PLANNING COMMISSION**  
*Articles of Agreement (cont.)*

**B. NOMINATION FOR ELECTION**

At least twenty (20) days prior to the annual meeting, the ~~Chairman~~Chair shall appoint the Nominating Committee. Said Nominating Committee having been duly appointed and confirmed shall, at least ten (10) days prior to the annual meeting of the COMMISSION, report the names of the candidates so nominated to the Secretary. The Secretary shall advise each member of the COMMISSION, in writing, at least five (5) days prior to the annual meeting as to the nominees so selected. At the annual meeting, the ~~Chairman~~Chair of the Nominating Committee shall report the names so nominated. After this report is presented, nominations from the floor shall be invited. Such nominations must be seconded. The Secretary then shall prepare ballots properly identifying the nominees, said ballots shall be distributed and tallied during the annual meeting by a temporary committee appointed for that purpose.

**IX**

**FINANCIAL PROVISIONS**

~~A. APPORTIONMENT OF COSTS~~

The cost of maintaining the COMMISSION for regional planning purposes shall be apportioned ~~in the following manner~~in accordance with the Bylaws. ~~Each year the COMMISSION shall adopt a fee schedule in July to be used in assessing members for the upcoming calendar year. Every five years, beginning in December 1991, the COMMISSION shall establish a five year fee schedule which it shall not exceed when adopting fees for each upcoming year.~~

**Comment [RL2]:** Moved to bylaws

**MID-OHIO REGIONAL PLANNING COMMISSION**  
*Articles of Agreement (cont.)*

Each ~~participating municipality, participating county and member~~ member township shall contribute annually according to the fee schedule adopted by the COMMISSION. ~~When per capita fees are used, each member township shall contribute based on the population used to calculate its representation in Section II, C, in the unincorporated area of the township and the contribution of each participating county shall be based on the population of the unincorporated areas of the county or portion thereof participating in the COMMISSION.~~

Comment [RL3]: moved to bylaws

~~The contribution for the first year of membership shall be paid during the month following the execution of an agreement between the member and the COMMISSION, and shall amount to that part of the appropriate annual participation cost pro-rated on the basis of the balance of the time remaining in that calendar year.~~

~~In addition, in every calendar year commencing in 1981, each participating member municipality shall contribute not more than 7 cents per capita of its population equal to its population used to calculate its representation in Section II, C,; every participating township shall contribute not more than 7 cents per capita of the population in the unincorporated area of the township; and each county shall contribute not more than 7 cents per capita of the population in the unincorporated area of the county or portion thereof participating in the COMMISSION. The funds so contributed shall be set aside in a separate fund to amortize lease payments on the building or buildings housing the COMMISSION'S offices and shall be used for no other purpose. In the event that the COMMISSION decides that further capital improvements are needed after this lease is paid out, the seven cents will continue to be committed to such purpose. If they are not needed, then these contributions shall cease.~~

~~Associate members shall contribute at the rate and in the manner as may be established at the time they become a participant, but this rate and manner may be revised by the COMMISSION from time to time.~~

~~When per capita fees are used in assessing annual member fees, all current year population figures for municipalities, townships and counties shall be based on the latest Federal Census when available, or an estimate thereof made by the COMMISSION.~~

Comment [RL4]: Moved to bylaws

X

**AMENDMENT**

These Articles of Agreement may be amended by resolution adopted by the COMMISSION at any regular or special meeting and confirmed by a majority of the full members.

**MID-OHIO REGIONAL PLANNING COMMISSION**  
*Articles of Agreement (cont.)*

XI

TIME OF TAKING EFFECT

These Articles of Agreement shall take effect upon the adoption of the resolution of adoption of these Articles of Agreement by the COMMISSION at any of its regular or special meetings, and the confirmation by ~~the Franklin County Board of County Commissioners and~~ a majority of the members within ~~three months~~one year thereafter.

XII

TAX EXEMPT STATUS AND DISSOLUTION

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on, (a) by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170(c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Upon the dissolution of the organization, the Members of the COMMISSION shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization in such manner so that they can be used exclusively for public purposes.

**MID-OHIO REGIONAL PLANNING COMMISSION  
Bylaws\***

**I. COMMISSION**

**A. Parliamentary Procedure**

On matters not addressed by the Articles of Agreement or Bylaws, Robert's Rules of Order revised (current version) shall govern the meetings of MORPC and meetings of all committees included in these bylaws.

**B. Representation**

Representatives to the COMMISSION must be selected as follows:

**1. Representation on the COMMISSION**

- a) Representation for municipalities and for the unincorporated portions of townships shall be based upon the entire population of the municipality or the unincorporated portion of the township as reported in the most recent U.S. census or MORPC estimate.
- b) Representation for counties shall be based upon the entire population of the villages and unincorporated portions of townships within that county plus 10% of the population of the cities within that county as reported in the most recent U.S. census or MORPC estimate. In addition, the county engineer's office of counties which are entirely within the MORPC Metropolitan Planning Organization boundary shall be represented on the COMMISSION.
- c) Representation on the COMMISSION for Full Members shall be determined based upon Table 1 Full Member Representation.
- d) Associate members shall have such representation as may be established by the COMMISSION.

<b>Table 1: Full Member Representation</b>		
<b>Representatives</b>	<b>Full Member Population Range</b>	
	<b>Minimum</b>	<b>Maximum</b>
1	1	10,000
2	10,001	40,000
3	40,001	60,000
4	60,001	80,000
5	80,001	100,000
6	100,001	120,000
7	120,001	140,000
8	140,001	160,000
9	160,001	180,000
10	180,001	200,000
11	200,001	250,000
12	250,001	300,000
13	300,001	400,000
14	400,001	500,000
15	500,001	and up

\* Section added by adoption of Resolution No. 8-01 by the Mid-Ohio Regional Planning Commission on April 19, 2001.

\*\* Updated by adoption of Resolution No. 29-01 by the Mid-Ohio Regional Planning Commission on 11/15/01.

**2. Appointing Authority**

- a) Full member representatives shall be appointed and submitted to MORPC in writing by the Mayor, Chief Executive Officer, Council President serving as Mayor, or legislative body as determined by the local unit of government.
- b) Associate member representatives shall be appointed by such means as may be established by the COMMISSION.

**C. Financial Provisions and Apportionment of Costs**

Each year the COMMISSION shall adopt a fee schedule by July 31<sup>st</sup> to be used in assessing members for the upcoming calendar year. In every year evenly divisible by five, the COMMISSION shall establish a five-year fee schedule which it shall not exceed when adopting fees for each upcoming year. Each year the COMMISSION shall provide a non-binding estimate of fees for the next 5 years for members to use in their financial planning.

Each participating municipality, participating county and member township shall contribute annually according to the fee schedule adopted by the COMMISSION. When per-capita fees are used, each member township shall contribute based on the population used to calculate its representation in Section I.B.

The contribution for the first year of membership shall be paid during the month following the execution of an agreement between the member and the COMMISSION, and shall amount to that part of the appropriate annual participation cost pro-rated on the basis of the balance of the time remaining in that calendar year.

In addition each participating full member shall contribute not more than 7 cents per capita of its population equal to its population used to calculate its representation in Section I.B. The funds so contributed shall be set aside in a separate fund to amortize lease payments on the building or buildings housing the COMMISSION'S offices and shall be used for no other purpose. In the event that the COMMISSION decides that further capital improvements are needed after this lease is paid out, the seven cents will continue to be committed to such purpose. If they are not needed, then these contributions shall cease.

Associate members shall contribute at the rate and in the manner as may be established at the time they become a participant, but this rate and manner may be revised by the COMMISSION from time to time.

When per-capita fees are used in assessing annual member fees, all current year population figures for municipalities, townships and counties shall be based on the latest U.S. Census when available, or an estimate thereof made by the COMMISSION.

**D. Quorum**

- 1. A quorum shall be defined as those members present and eligible to vote at any COMMISSION meeting and/or committee meeting. An affirmative vote of a majority of the quorum is necessary for any action taken.

**E. Code of Ethics**

All members of the COMMISSION and all committees included within these bylaws shall be aware of and governed by the current Code of Ethics adopted by MORPC.

## **II. Executive Committee**

### **A. Membership**

1. In 1998, one-half of the members were appointed for a one-year term and one-half of the members for a two-year term by the COMMISSION at an annual meeting. Thereafter, members are appointed for two-year terms by the COMMISSION at the annual meeting. Nominees shall be from recommendations by the Nominating Committee, with input from the officers and Executive Committee. Any member may be reappointed to an additional two terms of two years each (maximum membership of six years).
2. Additional voting members shall consist of the current officers, the most recent past chair willing to serve, selected committee chairs and working group chairs during the tenure of their groups.
3. The Nominating Committee shall attempt to encourage a diversity of membership representation on the Executive Committee by taking into consideration the following constituency groups:
  - a) Representation from Columbus, suburbs, counties, villages and townships
  - b) Members who are elected and nonelected
  - c) Members who are full-time (career) and part-time public officials
4. The vice chair of the COMMISSION shall chair the Executive Committee.

### **B. Executive Committee Duties**

1. The Executive Committee shall:
  - a) Review, study and approve operational policy and routine financial and administrative matters as necessary.
  - b) With the COMMISSION, develop and recommend public policy matters for discussion, input and approval.
  - c) Develop, monitor and recommend changes to the COMMISSION in the overall strategic direction of the organization.
  - d) Meet monthly as necessary.
  - e) Be responsible for other duties as may be delegated or assigned to it by the COMMISSION.
2. The Executive Committee shall act on behalf of the full COMMISSION with regard to personnel matters. Such authority shall include but not be limited to the following:
  - a) Establishing annual compensation limits within amounts budgeted and appropriated by the COMMISSION for salaries and benefits.
  - b) Reviewing and adopting personnel policies to be maintained in an employee guidebook.
  - b) Making final and binding decisions on discrimination grievances as required by MORPC's Affirmative Action program.
  - d) Subject to the Articles of Agreement, establishing proper level of personnel decision-making authority for the executive director and directors and monitor staff personnel activities monthly.

3. The Executive Committee shall periodically review and recommend revisions to the COMMISSION's general administrative policies and rules.

### **III. Financial Authorizations**

- A. The COMMISSION shall at least annually approve an operating and capital budget and authorize appropriations.
- B. Subject to an approved budget and appropriation, the authority to make obligations or enter into agreements shall be:
  1. Department heads and Directors for obligations up to \$2,000
  2. Executive director for obligations up to \$75,000
  3. Executive director plus an Executive Committee resolution for obligations and agreements greater than \$75,000
- C. The following approvals shall be required to authorize the expenditure of funds for goods and services and for the approval of payments:
  1. Finance director shall authorize all expenditures and payments.
  2. Chief of staff shall authorize all expenditures and payments over \$2,000.
  3. Executive Director and COMMISSION chair (or alternate officer) shall authorize all expenditures and payments greater than \$25,000.
  4. Executive director shall authorize all expenditures and payments to the chief of staff or finance director, regardless of amount.
  5. The COMMISSION chair shall approve all expenditures and payments to the executive director or any MORPC COMMISSION member, regardless of amount. If the COMMISSION chair is unavailable, an alternate officer may approve; however, no official may authorize or sign for his/her own expenditure or payment. Furthermore, no official may be the sole approval authority for any individual transaction. Another officer shall authorize all expenditures and payments to the COMMISSION chair.
  6. If an emergency exists in the absence of the finance director, the assistant finance director or equivalent staff member serving as the acting finance director may approve payments. If an emergency exists in the absence of the executive director, the chief of staff or alternately designated acting executive director may authorize payments. An emergency exists when circumstances present the need to:
    - a) meet a deadline or commitment, or
    - b) take advantage of a discount or opportunity, or
    - c) avoid a penalty.

### **IV. Land Use Planning Advisory Committee (LUPAC)\***

#### **A. Purpose and Responsibilities of the LUPAC\*\***

1. a) LUPAC has been delegated the responsibility to review "small" township rezoning cases in unincorporated areas of Franklin County and make recommendations as required by Section 519.12(E) of the Ohio Revised Code to the township on behalf of the MORPC COMMISSION.
- b) The purpose of the LUPAC is to review rezoning cases in Franklin County for townships with township zoning.

- c) All "large" township rezoning cases shall be forwarded directly to the MORPC COMMISSION for review and recommendation. (See MORPC COMMISSION Review below.)
  - d) Small rezoning cases will be defined as those with less than 100 lots proposed. Large rezoning cases will be defined as those with greater than 100 lots proposed or cases using a wastewater treatment system other than conventional on-site or central sanitary sewer system.
- 2. LUPAC is also delegated the responsibility to review township zoning text amendments and recommend action to the MORPC COMMISSION.
  - 3. LUPAC shall also serve as a resource to the MORPC COMMISSION to review and recommend policies on a wide range of land use issues including, but not limited to, land use related legislative initiatives, local, county and regional land use plans and development code revisions.

**B. Meetings**

- 1. LUPAC shall meet as necessary to hear small township rezoning cases and township zoning text amendments.
- 2. Quorum will be met by a simple majority of the members being present.
- 3. LUPAC recommendations on small township rezoning cases shall be forwarded to the respective township on behalf of the MORPC COMMISSION as required by Section 519.12(E) of the Ohio Revised Code.
- 4. LUPAC recommended action on township zoning text amendments shall be forwarded to the MORPC COMMISSION for consideration.

**C. MORPC COMMISSION Review**

- 1. Large township rezoning cases shall be reviewed by the LUPAC. The LUPAC will forward recommendations to the MORPC COMMISSION for action.
- 2. Only MORPC COMMISSION members from within Franklin County shall vote on recommendations on large township rezoning cases or township zoning text amendments. MORPC COMMISSION recommendations shall be forwarded to the respective township as required by Section 519.12(E) of the Ohio Revised Code.
- 3. The MORPC COMMISSION shall hear large township rezoning cases and make its recommendation at a regularly scheduled COMMISSION meeting. The MORPC chair shall call a special COMMISSION meeting to hear a large township rezoning case if necessary to comply with the township public hearing date as specified in the Ohio Revised Code.

**D. LUPAC Members, Appointments and Officers**

- 1. LUPAC shall be comprised of five (5) MORPC COMMISSION members from within Franklin County as follows:
  - 1 - Franklin County Engineer
  - 1 - Franklin County at-large representative
  - 1 - Franklin County municipality
  - 2 - Franklin County townships

2. The MORPC chair, upon input from the MORPC executive director and LUPAC chair, shall appoint LUPAC members and alternates annually (no later than May).
3. LUPAC members shall elect a chair and vice chair annually (no later than July).
4. Alternates may be used when a majority will not be reached by the LUPAC members or when members will be unable to attend. Alternates should be from Franklin County and will be appointed by the chair of the COMMISSION. Alternates will have the ability to vote.

**V. Transportation Policy Committee**

**A. Name**

The name of this committee shall be the Transportation Policy Committee for the Mid-Ohio Regional Planning COMMISSION.

**B. Origin**

The Transportation Policy Committee is provided for in the federally required Prospectus to the annual Planning Work Program.

**C. Purpose**

The Transportation Policy Committee for the Mid-Ohio Regional Planning COMMISSION is designated as the "Metropolitan Planning Organization" (MPO) for the Columbus metropolitan planning area as authorized in federal transportation planning regulations and under agreement with the Ohio Department of Transportation. The Transportation Policy Committee is the forum for cooperative decision-making that will be taking the required approval actions as the MPO. The metropolitan area, per 23 United States Code §134 and 49 United States Code §5303, as amended, must have a continuing, cooperative, and comprehensive ("3C") transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods. The MPO, in cooperation with the State and with operators of publicly owned transit services, shall be responsible for carrying out the metropolitan transportation planning process.

**D. Quorum**

A quorum shall be defined as those members present and eligible to vote at any meeting. An affirmative vote of a majority of the quorum is necessary for any action taken.

**E. Membership**

Representation on the Transportation Policy Committee shall consist of local elected officials or their representatives, officials of public agencies that administer or operate major modes of transportation in the transportation study area, and appropriate State transportation officials; and such other local elected officials, public transportation agencies, or appropriate State officials as determined by the Transportation Policy Committee. The transportation study area is that portion of central Ohio that has been identified and mutually agreed to be included in it by the Transportation Policy Committee and the Governor of Ohio, acting through the Ohio Department of Transportation, subject to the approval of the United States Department of Transportation.

Representation shall be determined as follows:

1. Full members of the COMMISSION that are located wholly or partially within the boundaries of the

transportation study area. These members will have the same representatives on the Transportation Policy Committee as they have on the MORPC COMMISSION.

2. The Commissioners of any county which is not a member of the COMMISSION, but which has territory within the transportation planning area and which has entered into a commitment to participate in the 3-C process for that territory shall be entitled to one representative on the Transportation Policy Committee.
3. Cities, villages and townships that are located wholly or partially within the boundaries of the transportation study area that are dues-paying members of the transportation program but are not full members of MORPC are entitled to one representative each on the Transportation Policy Committee, selected by the city, village or township.
4. Transportation Agencies:

In addition to the community representatives detailed above, the Transportation Policy Committee will offer representation (1 representative per entity) to the following transportation-related entities:

- a) Major authorities or agencies operating per the Ohio Revised Code, whose primary function is to provide transportation services or operate transportation facilities within the transportation study area such as, but not limited to:
  - i. Central Ohio Transit Authority
  - ii. Columbus Regional Airport Authority
  - iii. Delaware Area Transit Agency
  - iv. Licking County Transit Board
  - v. Lancaster Public Transit System
- b) The Ohio Department of Transportation
- c) The Ohio Environmental Protection Agency
- d) Others, or modifications to the above, as may be required or recommended by the U.S. Department of Transportation or the Ohio Department of Transportation
- e) Each transportation agency may designate a primary representative and an alternate representative who may be seated at such times as the primary representative is unable to participate in the Transportation Policy Committee.
- f) Other local elected officials or their representatives, public transportation agencies, or appropriate State officials as determined by the Transportation Policy Committee including officers of the COMMISSION in the event that the officer is not already a member of the Transportation Policy Committee and the current chairperson of the MORPC Citizen Advisory Committee.

#### **F. Officers**

The officers of the Transportation Policy Committee shall be the same as those of the COMMISSION and shall serve in the same roles and for the same terms. The Chair may appoint such special committees or task forces as may be necessary from time to time in order to perform the purpose of the Transportation Policy Committee, or as the Transportation Policy Committee may otherwise direct. The Chair shall preside at all meetings of the Transportation Policy Committee. The Vice Chair shall serve as Chair during any absence of the Chair and shall assist the Chair in performance of duties. It shall be the duty of the Secretary to ensure that a full record of the proceedings of the Transportation Policy Committee is prepared and kept, and he or she shall perform such other duties as the Transportation Policy Committee may from time to time direct.

**G. Subcommittees**

The Transportation Policy Committee is advised by three standing subcommittees:

1. The Citizen Advisory Committee is provided for in the Public Involvement Process (as is required under federal transportation planning regulations), which sets out participation requirements for Metropolitan Transportation Planning and Programming.
2. The Transportation Advisory Committee is to provide technical advice to the Transportation Policy Committee as defined in the biennial Agreement between the Mid-Ohio Regional Planning COMMISSION and the State of Ohio, Department of Transportation for Urban Transportation Planning and Transportation Programs.
3. The Attributable Funds Committee is to provide advice to the Transportation Policy Committee, the Transportation Advisory Committee (TAC), and the Citizen Advisory Committee (CAC) on the development and execution of the processes used to allocate MORPC-attributable federal funds to projects and project sponsors.

The Transportation Policy Committee shall adopt guidelines to govern the subcommittees, the selection process for subcommittee members, and establish terms to encourage diverse involvement in subcommittee membership and leadership.

**H. Meetings**

The Transportation Policy Committee will meet monthly as necessary.

**VI. Regional Policy Roundtable**

**A. Name**

The name of this committee shall be the Regional Policy Roundtable for the Mid-Ohio Regional Planning COMMISSION.

**B. Origin**

The Regional Policy Roundtable is a standing committee to evaluate and advise the COMMISSION on legislative issues and public policy matters of regional importance at the local, state, and federal level.

**C. Purpose**

The Regional Policy Roundtable seeks to develop a public policy agenda that aims to reflect the objectives and ideals of both MORPC's members and the greater community. The public policy agenda will be reviewed and adopted by the COMMISSION. The COMMISSION and MORPC staff will utilize the public policy agenda to proactively advocate for policies and opportunities to enhance the quality of life in central Ohio and advance the region.

The Regional Policy Roundtable will identify new public policy areas, legislation, and issues of interest. The Roundtable will research and provide recommendations to the COMMISSION on positions on legislative and executive issues.

**D. Quorum**

A quorum shall be defined as those members present and eligible to vote at any meeting. An affirmative vote of a majority of the quorum is necessary for any action taken.

**E. Membership**

Representation on the Regional Policy Roundtable shall consist of members from the COMMISSION, MORPC subcommittees and working groups, business community, non-profit organizations, education sector, and residents in the REGION.

The Regional Policy Roundtable shall adopt guidelines for membership, the selection process, and establish terms to encourage diverse involvement in subcommittee membership and leadership.

**F. Officers**

The Chair of the Regional Policy Roundtable shall be a full member representative of the COMMISSION and is selected and documented by the COMMISSION Chair and Executive Director. He/she will serve a two year term at the pleasure of the COMMISSION Chair and Executive Director.

The Vice Chair of the Regional Policy Roundtable shall be a full member representative of the COMMISSION and is selected by the COMMISSION Chair and Executive Director. He/she will serve a two year term at the pleasure of the COMMISSION Chair and Executive Director.

**G. Meetings**

The **Regional Policy Roundtable** will meet every other month or as necessary.

**VII. Time of Taking Effect**

These bylaws shall supersede any prior action of the COMMISSION inconsistent with such bylaws. These bylaws shall be effective upon the approval of the COMMISSION.

**Mid-Ohio Regional Planning Commission  
Bylaws\***

**I. Commission**

**A. Parliamentary Procedure**

On matters not addressed by the Articles of Agreement or Bylaws, Robert's Rules of Order revised (current version) shall govern the meetings of MORPC ~~including~~ meetings of all committees included in these bylaws.

**B. Representation**

Representatives to the COMMISSION must be selected as follows:

1. Representation on the Commission-

- a) Representation for municipalities and for the unincorporated portions of townships shall be based upon the entire population of the township or municipality or the unincorporated portion of the township as reported in the most recent U.S. census or MORPC estimate.
- b) Representation for counties shall be based upon the entire population of the township villages and villages-unincorporated portions of townships within that county plus 10% of the population of the cities within that county as reported in the most recent U.S. census or MORPC estimate. In addition, the county engineer's office of counties which are entirely within the MORPC Metropolitan Planning Organization boundary shall be represented on the Commission.
- c) Representation on the Commission for Full Members shall be determined based upon Table 1. Full Member Representation.
- d) Associate members shall have such representation as may be established by the COMMISSION.

<u>Table 1: Full Member Representation</u>		
<u>Representatives</u>	<u>Full Member Population Range</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>1</u>	<u>1</u>	<u>10,000</u>
<u>2</u>	<u>10,001</u>	<u>40,000</u>
<u>3</u>	<u>40,001</u>	<u>60,000</u>
<u>4</u>	<u>60,001</u>	<u>80,000</u>
<u>5</u>	<u>80,001</u>	<u>100,000</u>

\* Approved by the Mid-Ohio Regional Planning Commission through Resolution No. 1-98, January 22, 1998. Revised through Resolution No. 46-11, November 10, 2011, ~~and Resolution No. 21-13, September 19, 2013.~~

6	<u>100.001</u>	<u>120.000</u>
7	<u>120.001</u>	<u>140.000</u>
8	<u>140.001</u>	<u>160.000</u>
9	<u>160.001</u>	<u>180.000</u>
10	<u>180.001</u>	<u>200.000</u>
11	<u>200.001</u>	<u>250.000</u>
12	<u>250.001</u>	<u>300.000</u>
13	<u>300.001</u>	<u>400.000</u>
14	<u>400.001</u>	<u>500.000</u>
15	<u>500.001</u>	<u>and up</u>

## 2. Appointing Authority

- a) Full member representatives shall be appointed and submitted to MORPC in writing by the Mayor, Chief Executive Officer, Council President serving as Mayor, or legislative body as determined by the local unit of government.
- b) Associate member representatives shall be appointed by such means as may be established by the COMMISSION.

## C. Financial Provisions and Apportionment of Costs

Each year the COMMISSION shall adopt a fee schedule by July 31<sup>st</sup> to be used in assessing members for the upcoming calendar year. In every year evenly divisible by five, the COMMISSION shall establish a five-year fee schedule which it shall not exceed when adopting fees for each upcoming year. Each year the COMMISSION shall provide a non-binding estimate of fees for the next 5 years for members to use in their financial planning.

Each participating municipality, participating county and member township shall contribute annually according to the fee schedule adopted by the COMMISSION. When per-capita fees are used, each member township shall contribute based on the population used to calculate its representation in Section I-B.

The contribution for the first year of membership shall be paid during the month following the execution of an agreement between the member and the COMMISSION, and shall amount to that part of the appropriate annual participation cost pro-rated on the basis of the balance of the time remaining in that calendar year.

In addition each participating full member shall contribute not more than 7 cents per capita of its population equal to its population used to calculate its representation in Section I-B. The funds so contributed shall be set aside in a separate fund to amortize lease payments on the building or buildings housing the COMMISSION'S offices and shall be used for no other purpose. In the event that the COMMISSION decides that further capital improvements are needed after this lease is paid out, the seven cents will continue to be committed to such purpose. If they are not needed, then these contributions shall cease.

Associate members shall contribute at the rate and in the manner as may be established at the time they become a participant, but this rate and manner may be revised by the COMMISSION from time to time.

When per-capita fees are used in assessing annual member fees, all current year population figures for municipalities, townships and counties shall be based on the latest U.S. Census when available, or an estimate thereof made by the COMMISSION.

**B.D. \_\_\_\_\_ Quorum**

1. A quorum shall be defined as those members present and eligible to vote at any commission meeting and/or committee meeting. An affirmative vote of a majority of the quorum is necessary for any action taken.

**E. Code of Ethics**

All members of the Commission and all committees included within these bylaws shall be aware of and governed by the current Code of Ethics adopted by MORPC.

**II. ~~Administrative Committee~~Executive Committee**

**A. Membership**

1. In 1998, one-half of the members were appointed for a one-year term and one-half of the members for a two-year term by the Commission at ~~the an~~ annual meeting. Thereafter, members are appointed for two-year terms by the Commission at the annual meeting. Nominees shall be from recommendations by the Nominating Committee, with input from the officers and ~~Administrative Committee~~Executive Committee. Any member may be reappointed to an additional two terms of two years each (maximum membership of six years).
2. Additional voting members shall consist of the current officers, the most recent past chair willing to serve, selected committee chairs and working group chairs during the tenure of their groups.
3. The Nominating Committee shall attempt to encourage a diversity of membership representation on the ~~Executive Committee~~ by taking into consideration the following constituency groups:
  - a) Representation from Columbus, suburbs, counties, villages and townships;
  - b) Members who are elected and nonelected;
  - c) Members who are full-time (career) and part-time public officials.
4. The vice chair of the Commission shall chair the ~~Administrative Committee~~Executive Committee.

**B. ~~Administrative Committee~~Executive Committee Duties**

1. The ~~Administrative Committee~~Executive Committee shall:
  - ~~a)~~ a) Review, study and approve operational policy and routine financial and administrative matters as necessary.

~~b) b)~~ With the Commission, develop and recommend public policy matters for discussion, input and approval.

~~b)~~

~~e) e)~~ Develop, monitor and recommend changes to the Commission in the overall strategic direction of the organization.

~~c)~~

d) Meet monthly as necessary.

e) Be responsible for other duties as may be delegated or assigned to it by the Commission.

2. The Executive Committee shall act on behalf of the full Commission with regard to personnel matters. Such authority shall include but not be limited to the following:

~~a) a)~~ Establishing annual compensation limits within amounts budgeted and appropriated by the Commission for salaries and benefits.

~~a)~~

b) Reviewing and adopting personnel policies to be maintained in an employee guidebook

~~a)~~

~~b) e)~~ Making final and binding decisions on discrimination grievances as required by MORPC's Affirmative Action program.

~~b)~~

d) Subject to the Articles of Agreement, establishing proper level of personnel decision-making authority for the executive director and directors and monitor staff personnel activities monthly.

3. The Executive Committee shall periodically review and recommend revisions to the Commission's general administrative policies and rules.

### III. Financial Authorizations

A. The Commission shall at least annually approve an operating and capital budget and authorize appropriations.

B. Subject to an approved budget and appropriation, the authority to make obligations or enter into agreements shall be:

~~1. a)~~ Department heads and Directors for obligations up to \$2,000

~~2. 1.~~

~~b)~~ Executive director for obligations up to \$75,000

~~2.~~

3. ~~e)~~ Executive director plus an Executive Committee resolution for obligations and agreements greater than \$75,000

C. The following approvals shall be required to authorize the expenditure of funds for goods and services and for the approval of payments:

1. Finance director shall authorize all expenditures and payments.

2. Chief of staff shall authorize all expenditures and payments over \$2,000.

3. Executive Director and Commission chair (or alternate officer) shall authorize all expenditures and payments greater than \$25,000.

4. Executive director shall authorize all expenditures and payments to the chief of staff or finance director, regardless of amount.

5. The Commission chair shall approve all expenditures and payments to the executive director or any MORPC commission member, regardless of amount. If the Commission chair is unavailable, an alternate officer may approve; however, no official may authorize or sign for his/her own expenditure or payment. Furthermore, no official may be the sole approval authority for any individual transaction. Another officer shall authorize all expenditures and payments to the Commission chair.

6. If an emergency exists in the absence of the finance director, the assistant finance director or equivalent staff member serving as the acting finance director may approve payments. If an emergency exists in the absence of the executive director, the chief of staff or alternately designated acting executive director may authorize payments. **An emergency exists when circumstances present the need to:**

- a) meet a deadline or commitment, or
- b) take advantage of a discount or opportunity, or
- c) avoid a penalty.

#### IV. Land Use Planning Advisory Committee (LUPAC)\*

##### A. Purpose and Responsibilities of the LUPAC\*\*

- 1. a) LUPAC has been delegated the responsibility to review "small" township rezoning cases in unincorporated areas of Franklin County and make recommendations as required by Section 519.12(E) of the Ohio Revised Code to the township on behalf of the MORPC commission.
- b) The purpose of the LUPAC is to review rezoning cases in Franklin County for townships with township zoning.
- c) All "large" township rezoning cases shall be forwarded directly to the MORPC commission for review and recommendation. (See MORPC Commission Review below.)

d.) Small rezoning cases will be defined as those with less than 100 lots proposed. Large rezoning cases will be defined as those with greater than 100 lots proposed or cases using a wastewater treatment system other than conventional on-site or central sanitary sewer system.

2. LUPAC is also delegated the responsibility to review township zoning text amendments and recommend action to the MORPC commission.
3. LUPAC shall also serve as a resource to the MORPC commission to review and recommend policies on a wide range of land use issues including, but not limited to, land use related legislative initiatives, local, county and regional land use plans and development code revisions.

#### B. Meetings

1. LUPAC shall meet as necessary to hear small township rezoning cases and township zoning text amendments. ~~Their meeting dates shall be adopted annually (no later than July) upon input from the township zoning officers (i.e., when township meeting dates are held).~~
2. Quorum will be met by a simple majority of the members being present.
3. ~~3.~~ LUPAC recommendations on small township rezoning cases shall be forwarded to the respective township on behalf of the MORPC commission as required by Section 519.12(E) of the Ohio Revised Code.
4. ~~4.~~ LUPAC recommended action on township zoning text amendments shall be forwarded to the MORPC commission for consideration.

#### C. MORPC Commission Review

1. ~~1.~~ Large township rezoning cases shall be reviewed by the LUPAC. The LUPAC will forward recommendations to the MORPC commission for action.
2. ~~2.~~ Only MORPC commission members from within Franklin County shall vote on recommendations on large township rezoning cases or township zoning text amendments. MORPC commission recommendations shall be forwarded to the respective township as required by Section 519.12(E) of the Ohio Revised Code.
3. ~~3.~~ The MORPC commission shall hear large township rezoning cases and make its recommendation at a regularly scheduled Commission meeting. The MORPC chair shall call a special Commission meeting to hear a large township rezoning case if necessary to comply with the township public hearing date as specified in the Ohio Revised Code.

#### D. LUPAC Members, Appointments and Officers

1. ~~1.~~ LUPAC shall be comprised of five (5) MORPC commission members from within Franklin County as follows:

1 - Franklin County Engineer

- 1 - Franklin County at-large representative
- 1 - Franklin County municipality
- 2 - Franklin County townships

- 2. ~~2.~~ The MORPC chair, upon input from the MORPC executive director and LUPAC chair, shall appoint LUPAC members and alternates annually (no later than May).
- 3. LUPAC members shall elect a chair and vice chair annually (no later than July).
- 4. Alternates may be used when a majority will not be reached by the LUPAC members or when members will be unable to attend. Alternates should be from Franklin County and will be appointed by the chair of the Commission. Alternates will have the ability to vote.

#### V. Transportation Policy Committee\*

##### A. Name

The name of this committee shall be the Transportation Policy Committee for ~~the Columbus Area Transportation Study~~ the Mid-Ohio Regional Planning Commission.

##### B. Origin

The Transportation Policy Committee is provided for in the federally required Prospectus to the annual Planning Work Program.

##### C. Purpose

The Transportation Policy Committee for the ~~Columbus Area Transportation Study~~ Mid-Ohio Regional Planning Commission is designated as the "Metropolitan Planning Organization" (MPO) for the Columbus metropolitan planning area as authorized in federal transportation planning regulations and under agreement with the Ohio Department of Transportation. The Transportation Policy Committee is the forum for cooperative decision-making that will be taking the required approval actions as the MPO. The metropolitan area, per 23 United States Code §134 and 49 United States Code §5303 ~~23 U.S.C. 134 and section 8 of the Federal Transit Act~~, as amended, must have a continuing, cooperative, and comprehensive ("3C") transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods. The MPO, in cooperation with the State and with operators of publicly owned transit services, shall be responsible for carrying out the metropolitan transportation planning process.

##### ~~D. Parliamentary Procedure~~

~~the Transportation Policy Committee~~ Robert's Rules of Order shall govern the meetings of the Policy Committee.

##### E-D. Quorum

A quorum shall be defined as those members present and eligible to vote at any meeting. An affirmative vote of a majority of the quorum is necessary for any action taken.

## ~~F.E.F.~~ Membership

~~In general, representation on the Transportation Policy Committee shall consist of local elected officials or their representatives, officials of public agencies that administer or operate major modes of transportation is limited to representatives of jurisdictions and transportation-related agencies in the transportation study area, and appropriate State transportation officials; and such other local elected officials, public transportation agencies, or appropriate State officials as determined by the Transportation Policy Committee.~~ The transportation study area is that portion of central Ohio that has been identified and mutually agreed to be included in it by the Transportation Policy Committee and the Governor of Ohio, acting through the Ohio Department of Transportation, subject to the approval of the United States Department of Transportation. ~~includes all of Delaware and Franklin counties, the city of Pataskala, and the incorporated and unincorporated areas within the boundaries of Etna Township and the former Lima Township in Licking County, and Bloom and Violet townships in Fairfield County.~~

~~Specific representation policies for the Policy Committee are detailed below~~ Representation shall be determined as follows:

### ~~1. Full MORPC Members (already represented on the Commission);~~

- ~~1. Full members of the Commission Counties, municipalities and townships Commission full members~~ that are located wholly or partially within the boundaries of the transportation study area, ~~and are full members of MORPC~~ These members will have the same ~~representatives~~ representation on the Transportation Policy Committee as they have on the MORPC Commission.

### ~~2. Transportation Program Members Only (not members of the Commission);~~

#### ~~Counties~~

- ~~2. The Commissioners of any county which is not a member of the Commission, but which has territory within the transportation planning area and which has entered into a commitment to participate in the 3-C process for that territory shall be entitled to one representative on the Transportation Policy Committee.~~

#### ~~Cities, Villages and Townships~~

- ~~2-3. Cities, villages and townships~~ that are located wholly or partially within the boundaries of the transportation study area that are dues-paying members of the transportation program but are not full members of MORPC are entitled to one representative each on the Transportation Policy Committee, selected by the city, village or township.

#### ~~Counties, Villages and Townships~~

~~Representation on the Policy Committee for non-Franklin County, non-Commission member counties, villages and townships that are dues-paying members of the transportation program will be based on a formula consisting of the nearby county's population within the transportation study area, excluding any Commission represented areas and transportation program member cities, divided by the full Franklin County population per representative.~~

~~Fractions less than one-half will be rounded down; equal to or more than one-half will be rounded up. A minimum of one representative per county will be appointed for the area outside the Commission area. Selection of the representative(s) will be by the county's board of commissioners.~~

~~3.4.~~ 3. ~~Transportation Agencies:~~

In addition to the community representatives detailed above, ~~the the~~ Transportation Policy Committee will offer representation (1 representative per entity) to the following transportation-related entities:

- a) Major authorities or agencies operating per the Ohio Revised Code, whose primary function is to provide transportation services or operate transportation facilities within the transportation study area such as, but not limited to:
  - i. Central Ohio Transit Authority
  - ii. Columbus Regional Airport Authority
  - iii. Delaware Area Transit Agency
  - iv. Licking County Transit Board
  - v. Lancaster Public Transit System Fairfield County transit board
- b) ~~b)~~ The Ohio Department of Transportation
- c) ~~c)~~ The Ohio Environmental Protection Agency
- d) ~~d)~~ Others, or modifications to the above, as may be required or recommended by the U.S. Department of Transportation or the Ohio Department of Transportation
- e) ~~e) The Ohio Department of Transportation~~ Each transportation agency may designate a primary representative and an alternate representative who may be seated at such times as the primary representative is unable to participate in the Transportation Policy Committee.

4. Other:

~~The current chairperson of the MORPC Citizen Advisory Committee will also be a member of the Policy Committee~~

~~Officers of the Commission in the event that the officer is not already a member of the Policy Committee~~

- n) Other local elected officials or their representatives, public transportation agencies, or appropriate State officials as determined by the Transportation Policy Committee Other members as recommended by the Policy Committee including officers of the Commission in the event that the officer is not already a member of the Transportation Policy Committee and the current chairperson of the MORPC Citizen Advisory Committee.

G.F.

## Officers

The officers of the Transportation Policy Committee shall be the same as those of the Commission and shall serve in the same roles and for the same terms. The Chair may appoint such special committees or task forces as may be necessary from time to time in order to perform the purpose of the Transportation Policy Committee, or as the Transportation Policy Committee may otherwise direct. The Chair shall preside at all meetings of the Transportation Policy Committee. The Vice Chair shall serve as Chair during any absence of the Chair and shall assist the Chair in performance of duties. It shall be the duty of the Secretary to ensure that a full record of the proceedings of the Transportation Policy Committee is prepared and kept, and he or she shall perform such other duties as the Transportation Policy Committee may from time to time direct.

## G. Subcommittees

The Transportation Policy Committee is advised by three standing subcommittees each governed by bylaws adopted by the Policy Committee:

1. The Citizen Advisory Committee is provided for in the Public Involvement Process (as is required under federal transportation planning regulations), which sets out participation requirements for Metropolitan Transportation Planning and Programming.
2. The Transportation Advisory Committee is to provide technical advice to the Transportation Policy Committee as defined in the biennial Agreement between the Mid-Ohio Regional Planning Commission and the State of Ohio, Department of Transportation for Urban Transportation Planning and Transportation Programs.
3. The ~~Federal Funding~~Attributable Funds Committee is to provide advice to the Transportation Policy Committee, the Transportation Advisory Committee (TAC), and the Citizen Advisory Committee (CAC) on the development and execution of the processes used to allocate MORPC-attributable federal funds to projects and project sponsors.

The Transportation Policy Committee shall adopt guidelines to govern the subcommittees, the selection process for subcommittee members, and establish terms to encourage **diverse** involvement in subcommittee membership and leadership.

**Comment [WM1]:** Changed name to Attributable Funds Committee to be more clear about what it does. There is another external group that we host and participate in called the "Federal Funds Group".

G.H.

## Meetings

The Transportation Policy Committee will meet monthly as necessary. ~~Meetings~~ will generally be held immediately preceding the meeting of the Commission.

## H. Code of Ethics

All members shall be aware of and governed by the Code of Ethics adopted by MORPC in Resolution 45-94, effective October 20, 1994.

**Comment [RL2]:** This has been moved so ethics apply to the Commission and all of the committees in the bylaws and not just the Policy Committee.

**Comment [WM3]:** Proposed Structure for Adding Regional Policy Roundtable to the By-Laws.

Overall MORPC Governance: the overall governance of all of our workgroups and committees should be reviewed so that links to the by-laws are established.

A discussion on how to do this for Housing and the Center should be postponed at this time, but that the Regional Policy Roundtable is ready to be included.

## VI. Regional Policy Roundtable

### A. Name

The name of this committee shall be the Regional Policy Roundtable for the Mid-Ohio Regional Planning Commission.

#### B. Origin

The Regional Policy Roundtable is a standing committee to evaluate and advise the Commission on legislative issues and public policy matters of regional importance at the local, state, and federal level.

#### C. Purpose

The Regional Policy Roundtable seeks to develop a public policy agenda that aims to reflect the objectives and ideals of both MORPC's members and the greater community. The public policy agenda will be reviewed and adopted by the Commission. The Commission and MORPC staff will utilize the public policy agenda to proactively advocate for policies and opportunities to enhance the quality of life in central Ohio and advance the region...

The Regional Policy Roundtable will identify new public policy areas, legislation, and issues of interest. The Roundtable will research and provide recommendations to the Commission on positions on legislative and executive issues.

#### D. Quorum

A quorum shall be defined as those members present and eligible to vote at any meeting. An affirmative vote of a majority of the quorum is necessary for any action taken.

#### E. Membership

Representation on the Regional Policy Roundtable shall consist of members from the Commission, MORPC subcommittees and working groups, business community, non-profit organizations, education sector, and residents in the REGION.

The Regional Policy Roundtable shall adopt guidelines for membership, the selection process, and establish terms to encourage diverse involvement in subcommittee membership and leadership.

#### F. Officers

The officers of the Regional Policy Roundtable shall be a full member representative of the Commission and is selected and documented by the Commission Chair and Executive Director. He/she will serve a two year term at the pleasure of the Commission Chair and Executive Director.

The Vice Chair of the Regional Policy Roundtable shall be a full member representative of the Commission and is selected by the Commission Chair and Executive Director. He/she will serve a two year term at the pleasure of the Commission Chair and Executive Director.

#### G. Meetings

The Regional Policy Roundtable will meet every other month or as necessary.

#### **VII. Time of Taking Effect**

These bylaws shall supersede any prior action of the Commission inconsistent with such bylaws.  
These bylaws shall be effective upon the approval of the Commission.

**Comment [SH4]:**

The timing of the Bylaws taking effect should be in the resolution adopting the articles. It needs to account for the ~3 month time to get the articles ratified and for the possibility that the articles are not ratified.